

~~ADMINISTRATIVE INTERNAL USE ONLY~~
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PMMP Form 4
Date _____

_____ Career Service
Developmental Assignments List for Personnel in Grades GS-11 through GS-14

NAME	GRADE	COMPONENT	SPECIFIC ASSIGNMENT(S) OR EXPERIENCES AND LOCATION (IF APPLICABLE)	NATURE AND PURPOSE OF DEVELOPMENTAL ACTION(S)	DATE(S) OF ASSIGNMENT <u>A</u>	LEVEL OF PRIORITY <u>B</u>
						C
						C

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A/ Could encompass brief or long periods: series of briefings, details of several months, orientations of a few weeks, two-year tours, etc.

B/ Indicate the level of priority for each entry using these symbols:

- A. Essential for personal development
- B. Important for personal development
- C. Helpful for personal development

NOTE: This List is confined to individual developmental assignment needs, as perceived by a career service. Similarly, PMMP Form 5 is a list of individual developmental training needs, as perceived by a career service. (They do not duplicate entries in PMMP Form 2; i.e., executive developmental assignments or training planned for officers in the Grades GS-13 or above with recognized executive potential.) Forms 4 and 5 are not to be construed as all-inclusive lists of assignments and training to be given to individual employees, either upon their request or upon the initiation of a career service or component. These Forms are compilations of developmental actions that are decided upon by career service boards or panels following a review of the specific developmental needs of each careerist judged to have some potential to advance. It should be recognized that these developmental requirements of the career services should supplement, rather than be in lieu of, all other training and assignment planning and decisions administratively determined on a continuing basis.

Each career service is expected to inform all of its careerists, in a method of its own choosing, that it will annually evaluate and determine the personal assignment and training needs of selected employees in the Grades GS-11 through GS-14 as a part of the Agency-wide Personnel Movement and Management Program. Whatever form of communication is used by a career service, it should invite individual careerists to submit their personal developmental interests and aspirations and to seek if desired an interview with their Career Management Officer or other officer designated by the Head of the Career Service. The communication should stress, however, that specific developmental actions in individual cases will primarily depend upon an assessment by the career board or panel of an employee's potential, background, strengths, weaknesses, experience gaps, and possible or probable future utilization.